# STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2769

**EXAMINATION REPORT** 

OF

CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION

NOBLE COUNTY, INDIANA

July 1, 2004 to June 30, 2006





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#### OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Bonnie J. Schuster Kimberly A. Schlotterback	07-01-04 to 03-31-05 04-01-05 to 06-30-07
Superintendent of Schools	Dr. Leo P. Philbin	07-01-04 to 06-30-07
President of the School Board	Scott T. Cole Robert D. Bortner	07-01-04 to 06-30-06 07-01-06 to 06-30-07



STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2769

> Telephone: (317) 232-2513 Fax: (317) 232-4711 Web Site: www.in.gov/sboa

#### INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION, NOBLE COUNTY, INDIANA

We have examined the financial information presented herein of Central Noble Community School Corporation (School Corporation), for the period of July 1, 2004 to June 30, 2006. The School Corporation's management is responsible for the financial information presented herein. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial information presented herein and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the financial information referred to above presents fairly, in all material respects, the financial information of the School Corporation for the years ended June 30, 2005 and 2006, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Funding Progress, Schedule of Capital Assets and Schedule of Long-Term Debt, as listed in the Table of Contents, are presented for additional analysis and are not a required part of the basic financial information. They have not been subjected to the examination procedures applied to the basic financial information, and accordingly, we express no opinion on them.

STATE BOARD OF ACCOUNTS

February 15, 2007

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF CASH AND INVESTMENTS June 30, 2005

Assets	Governmental Activities
Current assets: Cash and investments	\$ 2,153,837
Restricted assets: Cash and investments	129,301
Total assets	\$ 2,283,138
Net Assets	
Restricted for: Debt service	\$ 129,301
Unrestricted	2,153,837
Total net assets	\$ 2,283,138

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF CASH AND INVESTMENTS June 30, 2006

Assets	Governmental Activities
Current assets: Cash and investments	\$ 2,791,437
Restricted assets: Cash and investments	425,201
Total assets	\$ 3,216,638
Net Assets	
Restricted for: Debt service	\$ 425,201
Unrestricted	2,791,437
Total net assets	\$ 3,216,638

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF CASH ACTIVITIES For the Year Ended June 30, 2005

		Program	Net Disbursements	
Functions/Programs	Disbursements	Charges for Services	Operating Grants and Contributions	Total
Governmental activities: Instruction Support services Community services Nonprogrammed charges Debt service	\$ 4,214,400 6,436,186 140,342 234,299 5,439,367	\$ - 438,016 - - -	\$ 63,785 181,314 - -	\$ (4,150,615) (5,816,856) (140,342) (234,299) (5,439,367)
Total governmental activities	\$ 16,464,594	\$ 438,016	\$ 245,099	(15,781,479)
	General receipts: Property taxes Other local sou State aid Grants and con Bonds and loan Sale of property Investment earn Transfers: Intergovernmen	6,159,422 1,276,826 5,476,025 197,668 3,247,698 44,379 27,540		
	Total general	receipts and trans	fers	16,441,818
	Change in	cash and investme	ents	660,339
	Net assets - beginn	ing		1,622,799
	Net assets - ending			\$ 2,283,138

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF CASH ACTIVITIES For the Year Ended June 30, 2006

				Program	Rec	eipts	Di	Net sbursements
Functions/Programs	Di	sbursements		arges for Services	G	perating rants and ntributions		Total
Governmental activities: Instruction Support services Community services Nonprogrammed charges Debt service	\$	4,099,838 6,127,215 136,949 256,970 2,318,132	\$	- 463,287 - - -	\$	65,323 225,793 - - -	\$	(4,034,515) (5,438,135) (136,949) (256,970) (2,318,132)
Total governmental activities	\$	12,939,104	\$	463,287	\$	291,116		(12,184,701)
	General receipts: Property taxes Other local sources State aid Grants and contributions not restricted Bonds and loans Sale of property, adjustments, and refunds Investment earnings Transfers: Intergovernmental							5,538,202 885,951 5,632,192 162,350 720,814 42,518 33,685 102,489
		Total genera	l rece	eipts and tra	ansfe	ers		13,118,201
		Change in	casl	n and inves	tmer	nts		933,500
	Net assets - beginning					_	2,283,138	
	Net	assets - endin	g				\$	3,216,638

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES GOVERNMENTAL FUNDS

For The Year Ended June 30, 2005

	General	Transportation Operating	Debt Service	Capital Projects	School Bus Replacement	Other	Totals
Receipts:							
Local sources	\$ 3,404,454	\$ 865,918	\$ 1,542,384	\$ 812,309	\$ 141,004	\$ 1,135,360	\$ 7,901,429
Intermediate sources	-	-	-	-	-	375	375
State sources	5,527,594	-	-	-	-	63,565	5,591,159
Federal sources	-	-	-	-	-	327,633	327,633
Bonds and loans	2,788,127	-	459,571	-	-	-	3,247,698
Sale of property, adjustments and refunds	44,379	-	-	-	-	-	44,379
Intergovernmental transfers		<del>-</del>				12,260	12,260
Total receipts	11,764,554	865,918	2,001,955	812,309	141,004	1,539,193	17,124,933
Disbursements:							
Current:							
Instruction	4,041,539	-	-	-	-	172,861	4,214,400
Support services	4,267,783	605,869	-	431,285	140,740	1,060,766	6,506,443
Community services	136,850	-	-	-	-	3,492	140,342
Nonprogrammed charges	193,570	-	-	-	-	40,729	234,299
Debt services	3,180,268	<del>-</del>	2,114,400			144,699	5,439,367
Total disbursements	11,820,010	605,869	2,114,400	431,285	140,740	1,422,547	16,534,851
Excess (deficiency) of total receipts							
over (under) total disbursements	(55,456)	260,049	(112,445)	381,024	264	116,646	590,082
Cash and investments - beginning	695,938	174,537	282,155	184,734	14,405	72,574	1,424,343
Cash and investments - ending	\$ 640,482	\$ 434,586	\$ 169,710	\$ 565,758	\$ 14,669	\$ 189,220	\$ 2,014,425

The accompanying notes are an integral part of the financial statements.

#### RECONCILIATION OF THE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF CASH ACTIVITIES

Net change in fund balances - total governmental funds	\$ 590,082
Amounts reported for governmental activities in the statement of cash activities are different because: Internal service funds are not reported as a part of governmental funds.	 70,257
Change in cash and investments of governmental activities.	\$ 660,339

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES GOVERNMENTAL FUNDS

For The Year Ended June 30, 2006

	General	Transportation Operating	Debt Service	Capital Projects	School Bus Replacement	Other	Totals
Receipts:							
Local sources	\$ 3,160,937	\$ 811,961	\$ 1,211,041	\$854,960	\$ 145,394	\$ 736,381	\$ 6,920,674
Intermediate sources	-	-	-	-	-	450	450
State sources	5,685,083	-	-	-	-	49,246	5,734,329
Federal sources	-	-	-	-	-	351,329	351,329
Bonds and loans	720,814	-	-	-	-	-	720,814
Sale of property, adjustments and refunds	42,519	-	-	-	-	-	42,519
Intergovernmental transfers	88					14,940	15,028
Total receipts	9,609,441	811,961	1,211,041	854,960	145,394	1,152,346	13,785,143
Disbursements:							
Current:							
Instruction	3,939,379	-	-	_	_	160,459	4,099,838
Support services	4,165,717	669,774	_	706,897	93,582	728,339	6,364,309
Community services	135,820	-	-	-	-	1,129	136,949
Nonprogrammed charges	132,145	94	-	-	-	37,270	169,509
Debt services	1,226,405	-	944,998	-	-	146,729	2,318,132
Total disbursements	9,599,466	669,868	944,998	706,897	93,582	1,073,926	13,088,737
Excess of total receipts							
over total disbursements	9,975	142,093	266.043	148.063	51,812	78,420	696,406
over total disbursements	3,370	142,000	200,040	140,000	01,012	70,420	000,400
Cash and investments - beginning	640,482	434,586	169,710	565,758	14,669	189,220	2,014,425
Cash and mycounions beginning	0-10,-102	404,000	100,710	000,700	17,003	100,220	2,017,720
Cash and investments - ending	\$ 650,457	\$ 576,679	\$ 435,753	\$ 713,821	¢ 66.404	\$ 267,640	\$ 2,710,831
Cash and investments - ending	φ 000,457	\$ 576,679	\$ 435,753	φ/13,021	\$ 66,481	φ 207,04U	φ ∠,/ 10,631

The accompanying notes are an integral part of the financial statements.

#### RECONCILIATION OF THE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF CASH ACTIVITIES

Net change in fund balances - total governmental funds	\$ 696,406
Amounts reported for governmental activities in the statement of cash activities are different because: Internal service funds are not reported as a part of governmental funds.	 237,094
Change in cash and investments of governmental activities.	\$ 933,500

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH AND INVESTMENTS PROPRIETARY FUNDS For The Year Ended June 30, 2005

	 Internal Service Fund
Receipts: Local sources	\$ 1,071,203
Disbursements: Support services	 1,000,946
Changes in cash and investments	70,257
Cash and investments - beginning	 198,456
Cash and investments - ending	\$ 268,713

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH AND INVESTMENTS PROPRIETARY FUNDS

For The Year Ended June 30, 2006

	Internal Service Fund		
Receipts: Local sources Transfers	\$	1,192,261 87,461	
Total receipts		1,279,722	
Disbursements: Support services Nonprogrammed charges	_	955,167 87,461	
Total disbursements	_	1,042,628	
Changes in cash and investments		237,094	
Cash and investments - beginning	_	268,713	
Cash and investments - ending	\$	505,807	

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH AND INVESTMENTS FIDUCIARY FUNDS For The Year Ended June 30, 2005

	Pension Trust Funds
Deductions: Support services	\$ 430,621
Deficiency of total additions under total deductions	(430,621)
Cash and investments - beginning	479,724
Cash and investments - ending	\$ 49,103

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH AND INVESTMENTS FIDUCIARY FUNDS For The Year Ended June 30, 2006

	Pension est Funds
Cash and investments - beginning	\$ 49,103
Cash and investments - ending	\$ 49,103

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF CASH AND INVESTMENTS FIDUCIARY FUNDS June 30, 2005

Assets	Pension Trust Funds			Agency Funds		
Cash and investments	\$	49,103	\$	68,558		
Net Assets						
Held in trust for employee benefits and other purposes	\$	49,103				

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION STATEMENT OF CASH AND INVESTMENTS FIDUCIARY FUNDS June 30, 2006

Assets	Pension Trust Funds			Agency Funds
Cash and investments	\$	49,103	\$	72,535
Net Assets				
Held in trust for employee benefits and other purposes	\$	49,103		

#### Note 1. Introduction

School Corporation, as used herein, shall include, but is not limited to, school townships, school towns, school cities, consolidated school corporations, joint schools, metropolitan school districts, township school districts, county schools, united schools, school districts, cooperatives, educational service centers, community schools, community school corporations, and charter schools.

The School Corporation was established under the laws of the State of Indiana. The School Corporation operates under a Board of School Trustees form of government and provides educational services.

#### Note 2. Fund Accounting

#### A. Government-Wide and Fund Financial Statements

#### **Government-Wide Financial Statements**

The Statement of Cash and Investments and the Statement of Cash Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

#### **Fund Financial Statements**

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, receipts, and disbursements. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The School Corporation reports the following major governmental funds:

The general fund is the primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The transportation operating fund accounts for financial resources for the transportation of school children to and from school.

The debt service fund accounts for debt from funds borrowed or advanced for the purchase or lease of school buildings, school buses, judgments against the corporation, equipment or capital construction, and interest on emergency and temporary loans.

The capital projects fund accounts for planned construction, repair, replacement or remodeling; and the purchase, lease, upgrade, maintenance, or repair of computer equipment.

The school bus replacement fund is used to account for receipts and disbursements concerning the acquisition and disposal of school buses.

Additionally, the School Corporation reports the following fund types:

The internal service fund accounts for health insurance.

The pension trust funds account for receipts and disbursements concerning retirement/ severance benefits as authorized by statute.

Agency funds account for assets held by the School Corporation as an agent for other funds and serve as control of accounts for certain cash transactions during the time they are a liability to the School Corporation.

#### B. Measurement Focus and Basis of Accounting

The government-wide, governmental fund, proprietary fund and fiduciary fund financial statements are reported using the basis of accounting that demonstrates compliance with the cash and investment basis and budget laws of the State of Indiana, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

The cash and investment basis of accounting differs from accounting principles generally accepted in the United States of America in that receipts are recognized when received in cash rather than when earned and disbursements are recognized when paid rather then when a liability is incurred. Investment transactions are not presented on the financial statements.

If the School Corporation utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financials would be presented on the accrual basis of accounting.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the enterprise fund statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their enterprise funds, subject to this same limitation. The School Corporation has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities are provided to people outside the government (enterprise funds) or other departments or agencies primarily within the government (internal service funds). The School Corporation does not have any enterprise funds.

When both restricted and unrestricted resources are available for use, the School Corporation's policy is to use restricted resources first, then unrestricted resources as they are needed.

#### Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied are subject to final approval by the Indiana Department of Local Government Finance.

#### Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the School Corporation in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively.

#### Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the School Corporation to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

#### Note 6. Interfund Transfers

Interfund transfers for the years ended June 30, 2005 and 2006, were as follows:

Transfer From	Transfer To 2005		2005	2006	
Transportation Operating	General	\$	-	\$	88
Transportation Operating	Textbook Rental		-		6
Title I 03-04	Title I 04-05		12,260		-
Title I 04-05	Title I 05-06				14,934
Totals		\$	12,260	\$	15,028

The School Corporation typically uses transfers for cash flow purposes according to various statutes.

#### Note 7. Pension Plans

#### Public Employees' Retirement Fund

#### Plan Description

The School Corporation contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the School Corporation authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund Harrison Building, Room 800 143 West Market Street Indianapolis, IN 46204 Ph. (317) 233-4162

#### Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

#### Teacher's Retirement Fund

#### Plan Description

The School Corporation contributes to the Indiana Teacher's Retirement Fund (TRF), a defined benefit pension plan. TRF is a cost-sharing multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All employees engaged in teaching or in the supervision of teaching in the public schools of the State of Indiana are eligible to participate in TRF. State statute (IC 5-10.2) governs, through the TRF Board, most requirements of the system, and gives the School Corporation authority to contribute to the plan. The TRF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The School Corporation may elect to make the contributions on behalf of the member.

TRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Teacher's Retirement Fund 150 West Market Street Indianapolis, IN 46204 Ph. (317) 232-3860

#### Funding Policy and Annual Pension Cost

The School Corporation contributes the employer's share to TRF for certified employees employed under a federally funded program and all the certified employees hired after July 1, 1995. The School Corporation currently receives partial funding, through the school funding formula, from the State of Indiana for this contribution. The employer's share of contributions for certified personnel who are not employed under a federally funded program and were hired before July 1, 1995, is considered to be an obligation of, and is paid by, the State of Indiana.

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF FUNDING PROGRESS

Public Employees' Retirement Fund

Actuarial Valuation Date	_	Actuarial Value of Assets (a)	_	Actuarial Accrued Liability (AAL) (b)	U 	nfunded AAL (a-b)	Ra	ided itio /b)	 Covered Payroll (c)	Unfur AAL : Percel of Cov Pay ((a-b	as a ntage /ered roll
07-01-03	\$	1,394,085	\$	1,478,548	\$	(84,463)	_	.%	\$ 1,581,517	(5%	•
07-01-04		1,426,457		1,496,573		(70,116)	95	5%	1,556,000	(5%	%)
07-01-05		1,506,727		1,537,177		(30,450)	98	3%	1,573,036	(2%	<b>%</b> )

#### CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION SUPPLEMENTARY INFORMATION SCHEDULE OF CAPITAL ASSETS

June 30, 2006

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

Primary Government	Ending Balance
Governmental activities: Capital assets, not being depreciated:	
Land	\$ 28.417
Buildings	17,964,162
Improvements other than buildings	794,067
Machinery and equipment	3,206,185
Total governmental activities, capital	
assets not being depreciated	\$ 21,992,831

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION SUPPLEMENTARY INFORMATION SCHEDULE OF LONG-TERM DEBT

June 30, 2006

Description of Debt	Ending Balance		O .		
Governmental Activities:					
Capital leases:					
Central Noble	\$	4,100,000	\$	390,000	
Renovation of high school		1,980,000		-	
Energy savings		319,552		76,696	
Bleachers		12,784		12,784	
Bonds payable:					
General obligation bonds:					
2003 Taxable general obligation pension bonds		1,580,000	_	30,000	
Total governmental activities long-term debt	\$	7,992,336	\$	509,480	

## CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION EXAMINATION RESULTS AND COMMENTS

#### BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were not completed timely for the period beginning August 2005 to the present date. The School Corporation's fund balances do not reconcile with the bank. There is an unknown difference between the School Corporation's fund balances and the bank's balance less outstanding checks, with the ledger showing \$3,248.17 more than the bank as of June 30, 2006.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

#### **OVERDRAWN FUND BALANCES**

The Textbook Rental Fund was overdrawn in fiscal years 2005 and 2006. The overdrawn fund balance at June 30, 2006, is \$16,890. A similar comment appeared in prior Audit Report B24815.

The balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

#### PRESCRIBED FORMS

The textbook rental receipt form TBR-2 in use by the School Corporation is not a form prescribed or approved by the State Board of Accounts. These forms are not sequentially pre-numbered, nor is there a signature line on the forms for the issuing officer.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

#### TRANSACTION RECORDING

Some items such as interest earned from December 2005 through June 2006, October health insurance premium, and various reconciling corrections, were not entered in the records of the School Corporation.

# CENTRAL NOBLE COMMUNITY SCHOOL CORPORATION EXAMINATION RESULTS AND COMMENTS (Continued)

All financial transactions pertaining to the governmental unit should be recorded in the records of the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

#### **OLD OUTSTANDING CHECKS (WARRANTS)**

Our review of the bank reconcilements as of June 30, 2006, revealed seven checks outstanding in excess of two years.

Indian Code 5-11-10.5-2 states in part: "All warrants or checks drawn upon public funds of a political subdivision that are outstanding and unpaid for a period of two (2) or more years as of the last day of December of each year are void."

Indiana Code 5-11-10.5-3 states in part: "Not later than March 1 of each year, the treasurer of each political subdivision shall prepare or cause to be prepared a list in triplicate of all warrants or checks that have been outstanding for a period of two (2) or more years as of December 31 of the preceding year. The original copy of each list shall be filed with the: (1) board of finance of the political subdivision; or (2) the fiscal body of a city or town. The duplicate copy shall be transmitted to the disbursing officer of the political subdivision. The triplicate copy of each list shall be filed in the office of the treasurer of the political subdivision. If the treasurer serves also as the disbursing officer of the political subdivision, only two (2) copies of each list need be prepared or caused to be prepared by the treasurer."

#### Indiana Code 5-11-10.5-5 states:

- "(a) Upon the preparation and transmission of the copies of the list of the outstanding warrants or checks, the treasurer of the political subdivision shall enter the amounts so listed as a receipt into the fund or funds from which they were originally drawn and shall also remove the warrants or checks from the record of outstanding warrants or checks.
- (b) If the disbursing officer does not serve also as treasurer of the political subdivision, the disbursing officer shall also enter the amounts so listed as a receipt into the fund or funds from which the warrants or checks were originally drawn. If the fund from which the warrant or check was originally drawn is not in existence, or cannot be ascertained, the amount of the outstanding warrant or check shall be receipted into the general fund of the political subdivision."

<b>CENTRAL NOBLE</b>	COMMUNITY	SCHOOL	<b>CORPORAT</b>	ION
	<b>EXIT CONFE</b>	RENCE		

The contents of this report were discussed on February 15, 2007, with Robert D. Bortner, President of the School Board; Kimberly A. Schlotterback, Treasurer; and Stan Jacobs, Business Manager. The officials concurred with our findings.